

Constitution of Deeside Photographic Society

1. **NAME.** The Name of the club to which this Constitution refers is: -

Deeside Photographic Society also known as **Deeside Photographic Club**

All previous constitutions are superseded. In the rest of this document it shall be referred to 'The Club.' This club was formerly The Hawarden Institute Camera Club prior to our relocation. References to him or her are reversible.

2. **OBJECTS** The Club is to promote all aspects of photography and audio vision (AV) in whatever form. To help all members achieve higher results from their work by practical and demonstrative evenings, understanding their equipment, assigning projects, arranging competitions and general advice. This Club shall also promote a friendly and socially pleasant atmosphere

3. **ADMINISTRATION.** The Club shall be managed by a committee of eligible members elected only at an Annual General Meeting, or an Extra General Meeting. These members shall be "The Chairman", "Vice Chairman", "Secretary" and "Treasurer" who form the Executive committee. Other non-executive members of the committee shall comprise of Competition Secretary, Webmaster, Publicity Officer, Syllabus Secretary and an NWP representative. The committee may also co-opt any other member for a post as they feel necessary to carry out specific tasks.

The official Club year shall commence from 1st May ending on the following 30th April with a break at some point defined by the committee. The "Core" competition season starts 1st week in September ending at the end of the following April. During the remainder of the year meetings shall be held at regular intervals and may include practical sessions, lectures, social activities and outings.

4. **RESPONSIBILITIES.** The committee may propose grants applications, fundraising, donations and any contributions to club funds.

The club shall ensure that the statutory requirements of a valid health and safety policy, equal opportunities statement and anti-discrimination policies are in place.

To arrange financial loans, hiring temporary equipment to replace The Clubs equipment until repairs or replacements are made.

To replace, sell, hire out, or exchange club equipment.

To organise functions, exhibitions, and any other events the committee feel may enhance or benefit The Club.

Arrange social evenings, and competitions with other clubs in the area.

To negotiate insurance for club members, other visiting clubs, guests or speakers.

To offer a hire fee for any equipment privately owned and lent to The Club for the purpose of raising The Clubs esteem.

In the case of a member wishing to borrow an item of club equipment, this is permissible on the understanding that it is signed out for an agreed period of time and that damages or losses are chargeable to the borrower. In the case of a member using the loaned equipment to promote or further their status or position, a hire fee is required at a typical rate for such equipment.

- 5 **MEMBERSHIP.** The Club operates an equal opportunities code and conforms to the Equality Act 2010.

A full member must be over the age of 18 years.

A senior citizen rate shall be applied for a person having reached national retirement age. Junior Members, shall be under 18 years of age and in the case of a junior under the age of 16 must have written parental consent and be supervised by a responsible guardian at all times. Associate members are non-participating persons wishing to have association with The Club. Honorary members may be appointed from time to time at the discretion of the Committee Rates applicable shall be those relating to the age of the person at the start of the "Core" season (1st September).

Any member shall be asked to leave The Club should they commit wilful damage or show discrimination in any shape or form, demonstrate a failure to conform with the objects of The Club or bring dissent or disrepute to The Club or its members. An appeal may be heard in private session with the officers of The Club, whose decision is final. The applicant may invite another member to support the appeal.

Membership Fees are due at the first meeting of the core season. Members who have not paid within one calendar month shall cease to be members. Such members may make another application to re-join.

In the case of applicants wishing to join part way through a year or core season, a pro rata payment shall be assessed by the committee.

The initial visits of a prospective member shall be free for the first 2 attendances. Only fully paid up members shall be allowed to compete in or be involved with Club activities.

- 6 **MEETINGS, QUORUMS, VOTING.** The committee shall arrange Annual General and Extra General Meetings as required. The Annual General Meeting [AGM] shall be arranged during 'The Core Season'.

An Extraordinary General Meeting shall be called upon a resolution of the committee, or upon a request submitted to the secretary signed by not less than 20% of the eligible members setting forth the purpose for which the meeting is desired. No matters, other than those set

out in the agenda prepared by the officers of the club on the one hand and those set out in the said request on the other hand, shall be discussed at the meeting. Each member shall be given at least six days written notice of such meeting which, in the case of a request by members, shall be held within one month of the receipt of the said request by the officers of The Club.

Decisions of any general meeting shall be those of the majority of the eligible members present and voting.

Junior, associate, honorary and new members may attend general meetings and extraordinary general meetings and may join in the discussion but they shall not be entitled to vote and shall not be considered as part of the requisite quorum.

All paid up members of The Club shall have one vote. Persons who have been members for less than twelve weeks are not eligible to stand for a committee position or vote at an EGM or AGM. The chairman shall be the last member to vote in order to have a casting vote should this be necessary.

For all business at a general meeting or extraordinary general meeting the quorum shall be not less than 20% of the eligible members present.

Notice of [including the agenda] an AGM must be given to ALL voting members three weeks prior to the meeting. For an EGM six days' notice is sufficient. Members wishing to bring an item for discussion at an AGM shall notify the secretary 14 days prior to the AGM and it shall be included in any other business. Items without such prior notification cannot be discussed unless accepted by the committee for the benefit of The Club.

The executive officers shall remain in office for two years from date of their election. All other committee members shall automatically stand for re-election annually should they wish to continue service. Should a member have to replace an executive officer for whatever reason, they shall take over for the remaining time that the replaced executive had left to stand. This maintains continuity of principles and ensures that some members of the executive are aware of the previous matters and history of the club.

The Committee shall meet as required but no fewer than five times each year and a quorum shall be four members one of whom shall be an officer.

Junior, honorary, associate and new members do not have a vote.

Voting for the AGM.

Nominations for committee posts shall be requested of the eligible membership at least six weeks prior to the AGM. Following nominations, the secretary shall establish if the nominees are willing to accept the posts offered and then inform the membership of the candidates for each post. A ballot box will be available for each member to vote democratically and privately for their chosen candidate. The votes shall be counted prior to the AGM and the successful candidate shall be announced and accepted by a show of hands during the AGM.

All other voting shall be by a show of hands.

Prior to the AGM, the financial records of The Club shall be audited by a non-committee member and then presented to the AGM for acceptance. Only votes from attending members shall be counted or valid for either an EGM or AGM.

A record of ALL proceedings and voting shall be kept for future reference.

7. **CHANGES TO THIS CONSTITUTION** shall only be made at an AGM or EGM. Any paid-up member may suggest at any time to a member of the committee, changes or alterations. If an EGM is called and valid, any democratic decisions made at that time shall come into immediate effect.

8. **CORRESPONDENCE and E-MAILS** are channelled via the secretary. Any subversive material or anonymous communications shall be destroyed and not recorded in The Club records anywhere.

Contact with any member of the committee may be verbal at any time, with an immediate answer or passed through the committee.

Club records shall be available after suitable arrangements to view by all members. Members likewise may sit-in at committee meetings and take no part in the proceedings unless invited by the chairman and cannot vote.

9. **Dissolution** If at any time a majority of the Executive decides it is advisable to dissolve the Club, it shall call a meeting of all members of the Club of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. A simple majority of those present and voting at such a meeting shall confirm such a decision. Any equipment and/or monies left after the settlement of any proper debts and liabilities shall be donated to an organisation with similar aims and objectives, or, failing that, may be donated to such charitable organisation or organisations as the members shall decide.

10. **Adoption of Constitution** This constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Signed

This constitution was adopted on _____